

ESOL Teacher- part time

Positions:	<i>1</i>
Posted:	
Job Type:	<i>Part-time, Salary, 11 hrs a week, 43 weeks</i>
Location:	<i>Jackson Mann Community Center</i>
Department	<i>Adult Education – ESOL program</i>
Category:	<i>Contract Salary</i>
Salary:	<i>\$22/ hr</i>
Benefits:	<i>Health, Life, Disability, paid vacation, sick, and personal time</i>
Contact:	<i>Jill Uchiyama</i>

POSITION OVERVIEW

Jackson Mann Community Center's Adult Education ESOL program is looking for a highly motivated part time ESOL teacher to teach one ESOL class twice a week (Tuesdays, Thursdays 6pm-9pm) for the 2016-17 school year. Motivated individual who is interested and familiar with the new College and Career readiness direction in the field and willing and able to create/develop a curriculum that serves the purpose of assisting students on a college and career path.

ESSENTIAL FUNCTIONS

- Responsible for teaching one ESOL class twice a week, submitting lesson plans, curriculum, monthly reports, and maintaining student attendance in the attendance book regularly.
- Attend all ESOL meetings and a minimum of 2 all staff meetings a month.
- Attend professional development trainings throughout the year (20 hours).
- Responsible for the continued development and improvement of the ESOL class curriculum.
- Helping to administer the BEST PLUS, and TABE when needed.
- Ability to use Google Drive including Calendar and Docs to support communication throughout the program.
- Keeping students motivated to continue their studies as well as addressing problems limiting students' success with the Career Advisor and Director early enough to help make a difference. Enforcing timeliness and good attendance in the classroom.
- Incorporating computer classes at least twice a month into the curriculum.
- Working with the Tech Coordinator to sign up for the computer lab or cart, ensuring they are available for classes.
- Knowledge of the student handbook and enforces rules of the program.
- Coach and support students as needed; use e-mail, online chat, phone and texting.
- Up keep of student data, test results, goals, prized work, and goals achieved in student files.

- Respect and adhere to classroom protocol and use of space and facility.
- Submit perfect attendance monthly.
- Submit 1 lesson plan per unit per month along with the monthly curriculum overview.
- Conduct student assessments and hold 1:1 student progress meetings for each student twice a year (late fall, early spring). Make recommendations for moving up or exiting the program.
- Support and participate in 2 Jackson Mann Community Council events/fundraisers a year.
- Complete other duties related to this position as assigned by your direct supervisor.

QUALIFICATIONS

The ideal candidate will possess the qualifications listed below. The qualifications listed are considered minimum qualifications, unless noted otherwise.

Education: Bachelor's Degree or certification in TESL, Education, or similar degree. Master's preferred. Experience, Knowledge and Skills:

- Must function independently and as a member of a team
- Advanced use of Microsoft Office suite: Google Drive, Word, Excel, and Power point
- Ability to take initiative and prioritize work, highly organized
- Ability to incorporate strong College and Career lessons into curriculum units.
- Highly organized individual who can maintain student records, dates, and deadlines.
- Understanding of the immigrant experience in the U.S.
- Ability to work well with others and inspire great work done.
- Ability to guide with resume writing, interviewing skills, and basic job preparation
- Serves as an advocate to students who need specific services
- CORI check required by Boston Center for Youth and Families
- BEST Plus, TABE, administrator, training required
- Knowledge of DESE guidelines, CCR standards, and ESOL MA Frameworks preferred.
- Excellent written and oral communication. Positive team spirit.

The Jackson Mann Community Center is a community-based non-profit service agency incorporated in 1976 to provide educational, cultural, social, recreational and community services to moderate and low-income residents of Allston-Brighton, ages 2.9 to older adulthood.

Equal Opportunity Employer.